

ERRATA SHEET

SUBJECT: ORDER 7010.1J, AIR TRAFFIC EVALUATIONS

Inadvertently page 3-1-2 was omitted from Order 7010.1J, Air Traffic Evaluation& dated March 11, 1997, during the printing process. Please remove page 3-1-1 and insert pages 3-1-1 and 3-1-2 in your copy of the subject order.

Distribution: A-W(AT/TO/TA/TR/TX)-3; A-W(SY/BC)-2;
A-X(AT)-3; A-Y(AY)-3; A-FAT-O (STD)
ZAT-464

Initiated By: AAT-20

CHAPTER 3. RESPONSIBILITIES

SECTION 1. AIR TRAFFIC EVALUATIONS AND INVESTIGATIONS STAFF, AAT-20

3-1-1. RESPONSIBILITIES

a. Prepare and distribute the following to **AAT-1**; Washington headquarters Air **Traffic** program directors; and all **RATD's**:

(1) A **6-month** planning schedule of all evaluation activities.

(2) A revised quarterly schedule of all evaluation activities at least **30** days prior to the beginning of each quarter.

NOTE: At the discretion of **AAT-1** or **AAT-20**, **AAT** may conduct an evaluation with minimum notification.

b. Conduct evaluations by area of responsibility identified in Figure **3-1-1** or as directed by **AAT-20**.

NOTE: The Air **Traffic** Evaluations Staff (**AAT-24**) shall be responsible for evaluations at Anchorage Center (**ZAN**), Anchorage Tower/TRACON (**ANC/A11**), and all Alaskan Region (**AAL**) automated flight service stations (**AFSS**). The Alaskan Region **ATD (AAL-500)** shall conduct all other **AAL FFE** and **FUE's** within the **AAL** region.

c. Ensure that in-flight/preflight evaluations are conducted by **authorized** personnel and in accordance with Chapter 4 of this order, Order **7000.4**, Use of FAA Form **7000-5**, Request for Access to **Aircraft** or Free Transportation, and Order **7010.6**, Air Traffic Evaluation Credentials.

d. Upon request, provide assistance for problem resolution or service improvements based upon the evaluator's knowledge of effective programs or procedures used at other facilities or offices.

e. Track the status of all problems identified in facility evaluations based on **correspondence** provided by the **AAT-20** branch that conducted the evaluation.

f. Assign action to the appropriate **office** of primary responsibility (**OPR**) in headquarters when a headquarters problem is identified during an evaluation. **AAT-20** personnel will extract the complete details of the problem **from** the evaluation report and those details will be incorporated into an action memorandum to the **OPR**. Deadline for initial response to **AAT-20** is **60** days **from** the date the memorandum is signed.

g. Review the responses received as a result of an evaluation and determine if **appropriate** action was taken to close the problem, or if the problem remains open, review pending action taken by the **office** or facility evaluated. If **AAT** concurs with closure, they will so indicate in the data base and provide closure notification. The **AAT-20** branches will be notified by **AAT-20** of the action taken. If the problem remains open, **AAT** will continue to track the problem with the **office** or facility until it is closed.

h. Distribute quarterly reports indicating the status of problems identified in facility evaluations.

EVALUATION STAFF
AREAS OF RESPONSIBILITY



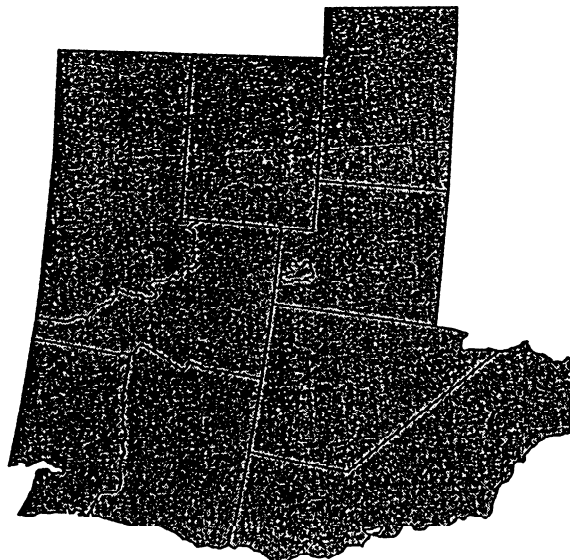
AAT-25



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3-1-2

Figure 3-1-1 AAT-20 Areas of Responsibility